## UNITED STATES COURT OF APPEALS

District of Columbia Circuit



**Vacancy Announcement Number: USCA-04-02** 

**Position Title: ADMINISTRATIVE OFFICER** 

Salary Range: \$57,665 - \$93,773 (CL-29, comparable to GS-13),

depending on qualifications.

Position Location: WASHINGTON, D.C.

Opening Date: June 14, 2004

**Closing Date: OPEN UNTIL FILLED** 

**POSITION SUMMARY:** The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a highly qualified, reliable individual to provide both hands-on and advisory services in the areas of procurement, financial and contract administration, records management and personnel.

**RESPONSIBILITIES:** The incumbent procures supplies, equipment, furniture and services from government and non-government sources; procures and monitors equipment maintenance and rental agreements; maintains procurement records, property records and inventories; reconciles accounts; assists in the budget process; and assists with space and facilities projects including office moves. The incumbent develops and administers a system of internal controls; conducts internal audits; and serves as the primary administrator of the Court's automated financial, personnel and property management systems. The incumbent also oversees the records management and records disposal programs for the Court, and handles routine building maintenance matters.

**QUALIFICATIONS:** Excellent tact, mature judgment, flexibility, the ability to handle a high volume of work, and the ability to prioritize are essential. Applicant must have effective oral and written communication skills appropriate with communicating with judicial officers and their staff.

Applicant must be a high school graduate or equivalent and have at least three years general experience. For the minimum salary, applicant must have three years specialized

experience, including one year equivalent to work at the CL-28 level. Specialized experience is progressively responsible experience that provided knowledge of the rules, regulations, terminology, etc., of procurement, contract administration and/or financial management. Federal procurement experience, as well as experience in a federal/state court or legal setting is desirable. To be considered for a salary above minimum up to and including the full performance level at step 25 (considering competitive factors and an evaluation of quality of experience), applicant must have more than one year specialized experience equivalent to work at the CL-28 level.

**TERMS:** The first year of employment is considered a probationary period.

**REQUIREMENTS:** Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. In addition, employment is contingent upon the completion and satisfactory results of a background records check.

Applicants must be United States citizens or eligible to work in the United States. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

## Send résumé to:

U.S. Court of Appeals for the D.C. Circuit E. Barrett Prettyman U.S. Courthouse 333 Constitution Avenue, N.W., Room 5434 Washington, D.C. 20001-2866 Attn: Valory Miller, Personnel Specialist Announcement No. USCA-04-02